



AOC CONSTRUCTION FILE  
COUNTY: \_\_\_\_\_  
FILE CODE: \_\_\_\_\_  
SUBMITTED BY: \_\_\_\_\_  
DATE: \_\_\_\_\_

**Commonwealth of Kentucky**  
**Court of Justice**  
**and**  
**Adair County**  
**Fiscal Court**

AOC CONSTRUCTION FILE  
COUNTY: ADAIR  
FILE CODE: PDB4  
SUBMITTED BY: JLW  
DATE: 30 NOV 05

**PROJECT DEVELOPMENT BOARD**

**Orientation August 23, 2005**

**Presented by Garlan VanHook, AIA, General Manager of Facilities**

**AGENDA**

**Item 1:** Review Preface of AP Part X, Section I.

**Item 2: General Policies:** Items covered by policy.

**Item 3:** Review Fiscal Court/AOC relationships

- a. Judicial Center Corporation
- b. Financial matters/responsibilities/Financial Agent
- c. PDB organization/responsibilities
- d. AOC duties/responsibilities
- e. PDB business procedures/processes/management
- f. PDB participation

**Item 4:** Verification of authorized program

- a. Size of Primary Facility
- b. Size/components of Supporting Facilities
- c. Budget
- d. Facility design and changes in scope and cost.
- e. Project Closeout
- f. Completed facilities maintenance

1<sup>ST</sup> TUES . AFTER 4<sup>TH</sup> MONDAY . @ 6:00 CENTRAL

## Orientation August 23, 2005 - continued

### Item 5. Project Schedule

- a. Critical Path schedules
- b. Establish meeting schedule
- c. A-E selection process
- d. Financial Agent
- e. Site procurement/analysis, environmental considerations
- f. Site design studies/site and master plans
- g. Methods of project delivery (ie. GC or CM)
- h. Public Hearing(s)/final site selection/recommendation
- i. Design decisions by the PDB/AOC (all phases of design)
- j. Solicitation and bidding processes
- k. General construction processes
- l. Progress meetings

### Item 6. Contracts and Agreements/PDB and Fiscal Court

- a. Service Contracts
- b. Construction Contracts
- c. Authority to change contracts
- d. Authority to modify/change AOC criteria or policies
- e. Bonding/Chapter 18 review

~~SEPT. 1 - 1:00~~

### Item 7. Questions, Comments, and Closing

INAGURAL MEETING - 27th. @ 6:00 CNTL.

OCT. 25th @ 6:00 CNTL.

NOV. 29th

1st TUES. AFTER 4th MONDAY ——— 6:00 CNTL

~~1st TUES. @~~ ANNEX BASEMENT.

~~NOV. 29th @ 6:00 CNTL~~



# Commonwealth of Kentucky Court of Justice

## MEETING NOTES

ADAM CO. 1/1  
PDB 1  
JB  
8-25-05  
AOC CONSTRUCTION FILE  
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MTG. DATE: 23 Aug 05

COUNTY: ADAM

LOCATION: C'House Annex

FACILITY: Judicial Facility

AGENDA: (See: Construction Program Development Guide, Paragraph 16-6B(1) for Meeting Format)

Present	Representing	Phone
PDB: CJ/E FCM eJudge	Bar Rep CClk	
Vandorke Bauman	AOC	

### ITEMS DISCUSSED:

Melinda is AOC PDB member but may make appointment  
CFSC/CPAC - not good to go to  
Did not factor in fuel or interest cost increases

### - REF. PRESENTED AGENDA -

- Two off-schedule meetings - one in Sept and in Oct.
- Choose A/E's in Oct. mtg.
- AOC to provide agenda to PDB -

### ACTION ITEMS:

4th Tues 4:30-6 pm CT 6:30-7 ET 8/23  
(1st Tues. after 4th Monday) 9/27  
10/25  
11/29  
FC: 2nd Tues 7PM CT  
Special meeting: Thurs. 9/1 1 PM CT  
- Fax hearing announcement to CJ/E 8/24

REPORT BY: FILE: